

# ALERT NEIGHBORS GUIDE



*Don't let crime*  
**HIT HOME!**

**Crime** affects every citizen in our community, either directly or indirectly. Its toll is tangible in terms of life and property lost or a numbness to violence that makes reports of murder seem commonplace.

**Prevention** means making it harder for something harmful to happen.

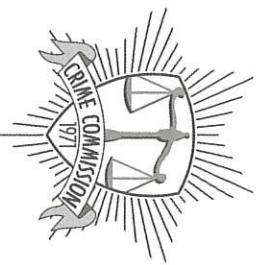
## The Crime Commission

believes that individual action can help stop crime and prevent violence in our community. It is our mission to:

*improve the safety and security of citizens in  
Northeast Oklahoma through crime prevention education,  
anti-violence programs, and public involvement  
with law enforcement.*

The Crime Commission is a non-profit organization which has worked closely with local law enforcement since 1971. Law enforcement agencies want and need the help of the community to succeed in the war against crime. Forming a strong alliance among neighborhoods, the business community, churches and civic organizations, we can succeed in winning back our streets.

**Keep your community safe — unite against crime!**



**Crime Commission**  
2121 S. Columbia Ave., LL8  
Tulsa, OK 74114  
Phone: (918) 585-5209  
Fax: (918) 585-1015

Alert Neighbors, Citizens Alert Patrol (918) 585-5209  
Crime Stoppers (918) 596-COPS

[www.crimecomok.org](http://www.crimecomok.org)

## What is operation identification?

Operation Identification is designed to discourage burglary and theft from the home by engraving property with an easily traced identification number.

### How does it work?

1. Practice using the engraver before you mark your property. Hold the tool straight up, not at a slant.
2. Engrave your property with your initials and only the last four digits of your drivers license or social security number.
3. Mark your items as conspicuously as possible without defacing them.
4. Make a record of the property you mark, including the serial numbers. Then keep it in a safe place like a safety deposit box or your freezer.
5. Keep a copy of this record off-site and available for police or insurance should you suffer a loss.
6. Put Operation ID stickers on your door or windows once you have engraved your valuables.

### OPERATION ID CHECKLIST

These items are frequently stolen. Mark, photograph or videotape as many as possible and keep an inventory of your valuables.

#### Home

guns  
clocks  
microwave ovens  
bicycles  
cameras  
camcorders  
musical instruments  
CD players  
stereos & speakers  
televisions & VCR's  
video systems  
computers  
power tools  
golf clubs  
lawn equipment

#### Vehicle

tape decks  
radios & CB radios  
speakers  
custom wheels/covers  
battery  
cell phones  
laptop computers

#### Engrave or Photograph

watches & jewelry  
silver  
crystal & china  
antiques

#### Mark with Ink

furs  
clothing



# How to Keep Out Burglars

## Windows

Burglars don't like to risk being heard by breaking glass.

1. Use existing locks on windows.
2. Supplement locks by drilling holes through the inside window sash and three-quarters of the way through the outside sash at a slight downward angle. Insert 5/16 inch diameter eye bolts, one on each side. Fit loosely enough to insert and remove easily.
3. For horizontally sliding windows, use same plan. Crank handles on casement windows should be removed.

## Lights

1. Exterior flood lights, front and back and over garage, make potential burglars visible from the street. Outside lights can be turned on automatically with photosensitive switches. Motion lights can also be used.
2. Use interior timed lighting devices when not at home.

## Sliding Patio Doors and Windows

1. Check door frame material to see if it resists prying. Be sure door cannot be lifted off its track.

2. Pin door and window frames with nails or use a slide bolt lock with a key. Don't rely on a broom handle for security.

## House Number

Display clearly for neighbors to see.

## Garages

Secure as well as any other potential entry.

1. They often contain ladders and tools which could help burglar gain entry.
2. Attached garages provide visual cover for a burglar.
3. Make sure door between house and garage is solid and well locked.

## Shrubs

Keep shrubbery low and trimmed so possible points of entry are not blocked and potential thieves are not concealed.

## Basement Windows

1. To prevent forcing, secure by pinning with nails.
2. Make sure window locks cannot be reached if glass is broken.
3. Screening materials or bars can be effective on window wells or frames.

## Door Locks

1. Use quality deadbolts with a minimum one-inch throw.
2. If mounted on a door with glass windows, mount the lock at least 40 inches from the glass.

## Doors

1. Solid core doors with rugged frames that cannot be spread apart with a pry bar or kicked in are best for security.
2. Install peephole in solid doors for personal safety.



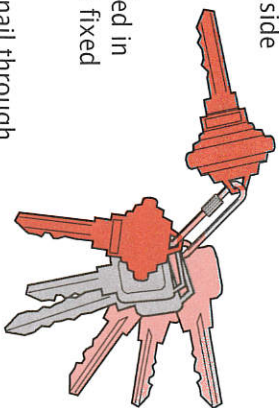
Crime Commission





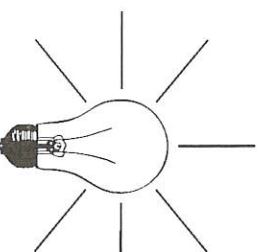
## Inside your home

- ✓ Keep windows and doors locked at all times.
- ✓ Keep doors locked, particularly if you are working in the yard or patio. Quick thefts of purses or lawn items are carried out by burglars who enter an opposite door when you are seen outside.
- ✓ Use exterior lights at night, and inside lights when you're gone.
- ✓ Secure sliding glass doors with a piece of wood in the track or with a nail inserted through a hole drilled in the door frame projecting into the fixed frame.
- ✓ Lock windows by sliding a bolt or nail through a hole drilled at a downward angle in each top corner of the inside sash and partway through the outside sash.
- ✓ For horizontally sliding windows, use the same plan. Crank handles on casement windows should be removed.
- ✓ Keep your shades closed at night so people cannot observe your property. Do not leave easily moved valuables close to windows or doors.
- ✓ Do not keep valuables in obvious places – dresser drawers, under the mattress or bed. Use your imagination – 90% of us keep items of value in the bedroom, and burglars know that!



## Outside your home

- ✓ Stairwell and sidewalk is essential for safety. Report or replace any broken lighting immediately.
- ✓ Make sure all porches, entrances and yards are well lighted.
- ✓ Trim back shrubbery that hides or obstructs doors and windows.
- ✓ Do not leave notes indicating your absence.
- ✓ Do not leave extra keys in the mailbox or under a doormat.



## When you leave home

- ✓ Leave lights on and the radio playing when you go out. Use timers to control lights and TV if you're gone overnight.
- ✓ Have a trusted friend take in the mail and the newspaper and periodically check the inside of your residence while you are away.
- ✓ Leave your itinerary and phone numbers with a trusted neighbor.
- ✓ Make arrangements for lawn care while you're away.
- ✓ Do not leave recorded phone messages indicating you are not home.



## Alert Neighbors means...

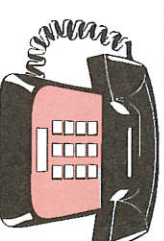
- ✓ Know your neighbors. Looking out for one another is one of the most effective ways of protecting your home.
- ✓ Write down their names and phone numbers, both home and work. Make them aware of your living habits... who comes and goes at your home.
- ✓ When you are familiar with regular visitors, strangers in the neighborhood are easy to spot.
- ✓ Do not answer questions from strangers about your neighbors.



## Live Defensively

- ✓ Instruct family members, especially children, to avoid giving information in person or on the phone. Do not answer questions about who is home, not at home, or expected return times.
- ✓ Never open your door to a stranger.
- ✓ Never allow strangers to use your phone – offer to take the number and place the call yourself, if necessary.
- ✓ If you live alone, don't advertise it by listing your full name in the directory or on the mailbox. Use first initial and last name only.
- ✓ Do NOT enter if you suspect someone is inside.

Call 911



# If you feel that something is wrong, do not hesitate to call police.

Your action may protect your own life or property – or it may save a neighbor from harm or loss.

# 1

## BE ALERT - LOOK & LISTEN

Take note of suspicious activities or persons. Trust your instincts.

Pay attention to details by observing people, cars, clothing, weapons, and suspicious activities.

Determine the location and type of problem you observe.

# 2

## DIAL 911 DIRECT

Report the problem at once to authorities.

Don't hesitate to use the emergency number to report suspicious activity – it only takes moments for it to turn into a crime in progress.

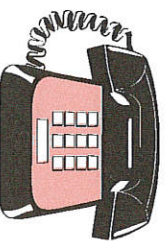
# 3

## ANSWER ALL QUESTIONS

Help police by providing answers to all the questions that are asked by the dispatcher.

Information which you may think unimportant may actually provide the link that law enforcement needs to catch the bad guy! Remain on the line to provide additional details – or to guide officers to the scene.

DIAL 911 FOR EMERGENCY



## Do you consider the following suspicious?



Someone entering your neighbor's home when he's not there.



Door-to-door solicitors who may attempt entry – or walk around to the back yard, or who have a car following close by.



Repair or utility crew who are not a recognizable company, listing the name and number on a truck.



Unusual noises; a scream, breaking glass, a gunshot or explosion.



Unfamiliar vehicle cruising or idling at school bus stop area.

Understand correct terminology – that way you can help police by providing an accurate report.

**Felony** . . . . . is a crime of a very serious nature (burglary, robbery).

**Misdemeanor** . . . . . is an offense which is less serious than a felony (vandalism, assault).

**Burglary** . . . . . is committed by someone entering a structure illegally with the intention of doing something serious, like stealing something or hurting someone.

**Robbery** . . . . . is the act of taking another's property by force or threat of force. It involves confrontation between the offender and a victim.

**Assault** . . . . . results when one person hurts or tries to hurt another.

**Sexual Assault** . . . . . involves forcing a person to take part in a sexual activity without that person's consent, or when under the legal age of consent.

**Larceny** . . . . . is stealing without force or entry, like shoplifting or pickpocketing.

**Vandalism** . . . . . is the destruction or defacing of property.



# Describe the Suspect

Sex \_\_\_\_\_ Hat \_\_\_\_\_

Race \_\_\_\_\_ Shirt \_\_\_\_\_

Age \_\_\_\_\_ Coat \_\_\_\_\_

Height \_\_\_\_\_ Tie \_\_\_\_\_

Weight \_\_\_\_\_ Pants and Shoes \_\_\_\_\_

Hair \_\_\_\_\_

Color of Eyes \_\_\_\_\_

Glasses \_\_\_\_\_

Moustache, Beard, Sideburns \_\_\_\_\_

\_\_\_\_\_

Complexion \_\_\_\_\_

Build \_\_\_\_\_

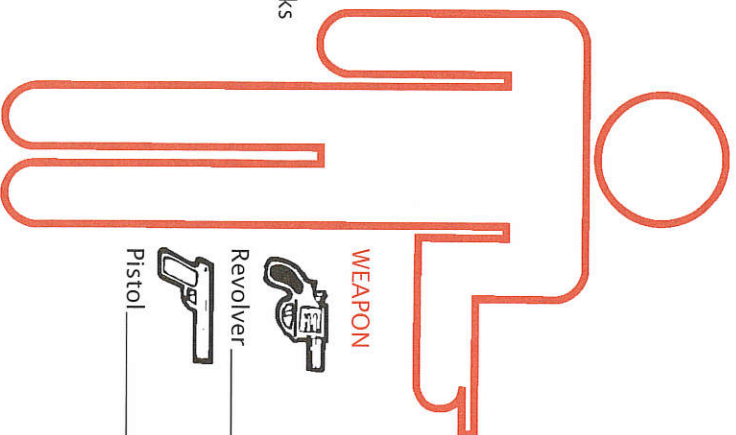
Tattoos, Amputations, Scars or Marks \_\_\_\_\_

\_\_\_\_\_

Speech Impediments or Accents \_\_\_\_\_

\_\_\_\_\_

Distinguishable Limp or manner of walking \_\_\_\_\_



# Describe the Vehicle

License Number \_\_\_\_\_

State of Issue - Identifying colors \_\_\_\_\_

What Color \_\_\_\_\_

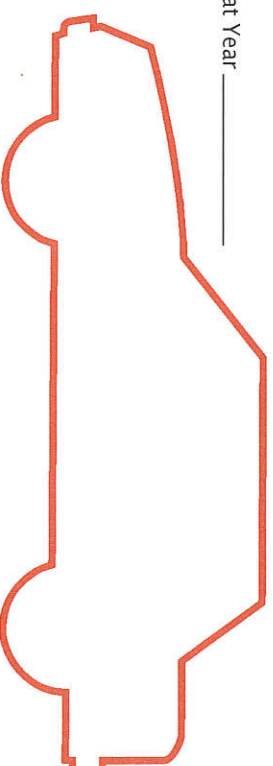
What Make \_\_\_\_\_

Body Style \_\_\_\_\_

Two-door, four-door, convertible, etc. \_\_\_\_\_

Identifying scratches or dents \_\_\_\_\_

What Year \_\_\_\_\_



The police can use answers to as many of these questions as possible. But answer **only** those questions that you are sure of.

1. How many suspects were there? \_\_\_\_\_
2. What did they do? \_\_\_\_\_
3. What did they say? \_\_\_\_\_
4. What did they take? \_\_\_\_\_
5. Which way did they go? \_\_\_\_\_
6. Were there any other witnesses? \_\_\_\_\_
- Names and addresses? \_\_\_\_\_
- Phone numbers? \_\_\_\_\_
7. Is there any other information you feel is important? \_\_\_\_\_

For additional information, brochures or presentations on avoiding crime, please contact our office at (918) 585-5209. Our programs are provided at no cost.

Crime Commission • 2121 S. Columbia Ave., LL8 • Tulsa, OK 74114

**Police**  
**Emergency**  
**Number 911**

CRIME COMMISSION (918) 585-5209  
Provides information on  
Alert Neighbors & Citizens Alert Patrol  
Call (918) 596-COPS for Crime Stoppers



## APARTMENT OFFICE MANAGEMENT ROLE

- Recruit new Alert Neighbor members (captains/tenants). Strive for 100 percent participation in apartment complex.
- Set up meetings and notify residents of meetings.
- Distribute pamphlets, newsletters, and information to the tenants.
- Maintain a list of block members with name, address, phone, work phone, normal work hours, vehicle type, and license number.
- Prepares a map of apartment complex containing the above information and distributes to participating tenants.
- Designates committees as needed. Includes secretarial, fund raising to purchase Alert Neighbors signs, electric engravers, checking on elderly or ill residents, vacation checks, and walking or mobile patrol.
- Issues Operation Identification stickers to households that have engraved property with drivers license number and filled out inventory sheets.
- Acts as an "information center" for the complex.
- Should know which families are on vacation.
- Is alert to door-to-door solicitors.
- Reports unusual activities, pedestrian or vehicle traffic to police department and other apartment watch members.
- Maintains a list of suspicious vehicle descriptions and licenses and suspect descriptions (which could be used in the future if a crime has been committed).

## APARTMENT TENANTS ROLE

- Display your Alert Neighbors sticker.
- Make your apartment look and sound occupied at all times. Use timers on your interior lights, leave a radio on and tuned to a TV station or a radio talk show.
- Give apartment captain your name, address apartment number, phone number if applicable. Notify the office with any changes in any of the above information.

- Watch for suspicious activity in your complex and be prepared to give detailed descriptions to police and then to your apartment captain.
- Notify apartment captain when you have to leave your apartment for any extended period of time.
- Be the kind of neighbor you'd like to have.

## TIPS FOR APARTMENT DWELLERS

### Building Security

- Is lighting adequate in stairwells, parking lots, laundry rooms, and around the exterior of the building?
- Are there grilles or grates on ground floor windows?
- Are laundry rooms and basement storage areas kept locked?
- Are mail boxes in a well traveled area? Do they have locks?
- Have any apartments been burglarized recently? If so, how did the thieves get in?

### Safeguard Your Own Apartment

- Do all exterior doors have a deadbolt lock and peephole?
- Ask if your management permits tenants to change locks when they move in.
- Are sliding glass doors leading to balconies secured with pins in the frame, and a metal or wooden rod in the track?
- Do you leave a radio playing while you are gone?
- Do you have lamps on timers to turn on and off automatically?
- Have you joined your Apartment Alert Neighbors Watch group?

### High Rise Apartments

- Is your apartment equipped with special security features in the building? If there is an alarm button, be sure to know how to use it.
- Are fire stairs locked from the stairwell side?
- In high rise apartments, large complexes and buildings, consider volunteer tenant patrols to watch for crime in and around the building, provide escort services for the elderly and people who may be out at night, or sit in the lobby to monitor people entering the building. Teenagers can be a great resource for these efforts.



## "SUSPICIOUS ACTIVITY INFORMATION"

Purpose of this form is to gather specific details in order to assist Law Enforcement. Information can be called into Crime Stoppers @ (918) 596-COPS or faxed to (918) 596-9330.

DATE/TIME of Incident \_\_\_\_\_ / \_\_\_\_\_ ☐ a.m. ☐ p.m.

Heaviest Traffic Time \_\_\_\_\_ ☐ a.m. ☐ p.m.

Car \_\_\_\_\_ Truck \_\_\_\_\_ Other \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Vehicle Color \_\_\_\_\_ Vehicle Year \_\_\_\_\_

Tag # \_\_\_\_\_ Number of Persons in Vehicle \_\_\_\_\_

Any weapons visible \_\_\_\_\_

Approximate ages of individual(s) \_\_\_\_\_ Race \_\_\_\_\_

Address of activity \_\_\_\_\_

Names of residents if known \_\_\_\_\_

Any children at location of activity \_\_\_\_\_ ☐ Yes ☐ No

Any other information that you feel is important? \_\_\_\_\_

DATE/TIME of Incident \_\_\_\_\_ / \_\_\_\_\_ ☐ a.m. ☐ p.m.

Heaviest Traffic Time \_\_\_\_\_ ☐ a.m. ☐ p.m.

Car \_\_\_\_\_ Truck \_\_\_\_\_ Other \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Vehicle Color \_\_\_\_\_ Vehicle Year \_\_\_\_\_

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Approximate ages of individual(s) \_\_\_\_\_ Race \_\_\_\_\_

Address of activity \_\_\_\_\_

Names of residents if known \_\_\_\_\_

Any children at location of activity \_\_\_\_\_ ☐ Yes ☐ No

Any other information that you feel is important? \_\_\_\_\_

Name (optional) \_\_\_\_\_ Telephone \_\_\_\_\_

## BLOCK CAPTAINS

- Serve as the contact point for residents.
- Serves as a liaison between the Neighborhood Coordinator and the Alert Neighbor program participants.
- Participates in training programs conducted for Block Captains.
- May report to the Homeowner's or the Resident's Association.
- Form a "Telephone Tree" to inform neighbors about activities.
- Greet new neighbors that move into the neighborhood, educating them about the Alert Neighbors program in the neighborhood, provide them with a start-up package.
- Keeps a list of Alert Neighbors on the block/area, including: name, address, home phone, work phone, kind of vehicles updated.
- Keeps the block map up-to-date with current names, addresses and phone numbers of the people on the block.
- Recruit new neighbors to become active in the Alert Neighbors program.
- Provides stickers and brochures to new members.
- Relays Alert System messages and distributes information concerning crime prevention.
- Assigning, if necessary, work such as: secretarial duties, any fund raising to purchase items such as signs, electric engravers, videos, written materials, vacation house checks, elderly house checks and any patrols.
- Hold Alert Neighbor meetings at least once a year.
- Updates the Crime Commission with yearly record keeping information.

The Block Captain's responsibilities is one area, usually a street block, with the block kept as small as possible, generally between 8 and 10 houses or in a Community Living setting an Apartment/Condo building. Small blocks are easier to manage and make it more likely that the neighbors will get acquainted.



## BLOCK CAPTAINS

### ALERT NEIGHBOR INFORMATION SHEET

It is important to share as much information as you can with your neighbors about yourself so they can recognize when something suspicious is occurring at your home. This can be accomplished by using the Alert Neighbor Information Sheet. The Alert Neighbor Information Sheet is designed to list all members of the family, their ages, telephone numbers, emergency contacts, any medical problems, family vehicles and pets, and any special training that may be of use in an emergency situation.

The Alert Neighbor Information Sheet will be kept by the Block Captains to assist him or her in preparing the Block Sheet for distribution.

### TELEPHONE TREE

This sheet is designed so that each home in the Watch Group is contacted about any suspicious activity that is occurring, or general information that needs to be communicated to the entire watch group.

The telephone tree provides a way to quickly communicate with every participant in the Watch Group.

### DESIGNING YOUR TELEPHONE TREE SHEET

List the Block Captain in the top block and fill the other blocks in with the rest of the participants of the Watch Program. When new participants join the Watch Program, their names are added at the bottom of the phone tree.

### USING THE TELEPHONE TREE

1. If the nature of the call is an emergency situation, call 911 first and report what is occurring. If it is not an emergency or you have already called 911, then contact the person at the top of the list (this should be the Block Captain).
2. When contacted by someone on the tree, write the message down so you are sure of the information you're passing on, then call the household(s) directly under you. If you are unable to reach those directly below you, contact the homes next in line. Continue calling those homes that weren't contacted until they are reached.

## KNOWING YOUR NEIGHBORHOOD

Getting to know your neighbors, their families, their habits, the cars they drive, their phone numbers both at home and at work, any medical problems they may have, and what kind of pets they may have is probably one of the most important aspects of a successful Alert Neighbors program.

### PARTICIPANT'S RESPONSIBILITIES

Learn neighbor's names and being able to recognize them and their vehicles without hesitation.

Keep personal block map, block profile sheet, and telephone tree in an easily accessible place and continue to update them with any new information.

Attend all Watch meetings.

Implement all security measures suggested by Law Enforcement after the home security survey has been completed on their home.

Properly identify all property using the guidelines in Operation ID.

Keep an eye on neighbor's homes and reporting any suspicious activities to local Law Enforcement and neighbors.

Write down a description of any suspicious-looking persons or vehicles and report them to your local Law Enforcement agency and to your Block Captain.

Teach children crime prevention and about respecting Law Enforcement.

Never take any risks to prevent crime or trying to make an arrest. It is better to be a "good" witness.

*The BEST Crime Prevention is a GOOD Neighbor!*

## REPORTING SUSPICIOUS ACTIVITIES

Suspicious activity is an event taking place that is out of the ordinary or should not be occurring. Knowing your neighbors, their habits and the composition of their households will make it easier to recognize and report any suspicious activities occurring in your neighborhood.

When reporting suspicious activity, utilize the 911 emergency system (where available) or dial your local Law Enforcement Agency near your telephone in either case. Use the "Suspicious Activity" located in this handbook.

There are three different types of emergencies: **Police, Fire and Medical.** You may be reporting any one of these as a result of your Community Watch program.

### How to properly use 911:

1. State clearly what kind of assistance you need: Police, Fire or Medical.
2. Stay on the phone and answer all questions. DO NOT HANG UP UNTIL THE DISPATCHER TELLS YOU TO! Follow the direction of the Dispatcher; he or she is trained for emergency situations and will guide you through the entire process.
3. Give your specific location. Use your block map to give a neighbor's address if necessary.
4. Be sure to remain calm and to speak clearly.

### The Dispatcher may ask:

- Your name, address and phone number
- What is happening

### If it is a crime, you may be asked:

- A description of the suspect or suspect's vehicle
- The direction he or she is heading
- The vehicles license number

Emergency calls are prioritized according to the degree that persons or property are being threatened. A crime in progress receives a quicker response than one that was committed in the past.

## ALERT NEIGHBOR INFORMATION SHEET

It is important that you share as much information as you can with your neighbors about yourself so they can recognize when something suspicious is occurring at your home.

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

### NAMES:

Adults \_\_\_\_\_

Child 1 \_\_\_\_\_ Age \_\_\_\_\_

Child 2 \_\_\_\_\_ Age \_\_\_\_\_

Child 3 \_\_\_\_\_ Age \_\_\_\_\_

Child 4 \_\_\_\_\_ Age \_\_\_\_\_

Other Occupants: \_\_\_\_\_

### IN CASE OF EMERGENCY CONTACT:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### VEHICLES:

OWNER	YEAR	MAKE	BODY STYLE	COLOR	TAG#
-------	------	------	------------	-------	------

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Medical or health problems/name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medical Training or skills: \_\_\_\_\_

\_\_\_\_\_

Other comments: \_\_\_\_\_

Notify trusted neighbors and the Block Captain when planning on leaving for any length of time so that your home can be watched while you're gone.



Learn where your neighbors live so you can quickly report any suspicious activities you see happening.

## For Northeast Oklahoma

**Bixby, Broken Arrow, Collinsville, Jenks, Owasso, Sand Springs, Skiatook, & Others**  
Please complete the following information to order Alert Neighbor signs for your area.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Group/Association Name \_\_\_\_\_

Street Signs (approximately 1 7½" x 6")	Qty

**Bixby, Collinsville, Jenks, Owasso, Sand Springs, Skiatook & Others:**

These signs are installed by the City on top of the existing street marker signs. they may be picked up at our office: 2121 S. Columbia Ave., LL8, in Tulsa and taken to your Street Department for installation. **Street Signs are \$25 each.**

BIXBY

Contact - Andy Choate @ 366-0445

Contact - Terry Ridgeway @ 272-4959

COLLINSVILLE SAND SPRINGS

Contact - Mike Tinker @ 371-1010      Contact - John Litterell @ 246-2592

JENKS  
SKIATOOK

Contact - Gary Head @ 299-1063      Contact - Brad White @ 396-2797

Personal Property Signs (approximately 12" x 17½")	Qty _____
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Installation of these signs is the responsibility of the homeowner. These are typically placed at entrance(s) to an addition and can be mounted on wood, brick or metal. They may be picked up at 2121 S. Columbia Ave., LL8 in Tulsa. **Personal Property Signs are \$30 each.**

**Broken Arrow:** Fill out the exact location and send this form and \$30.00 for each Sign to the Crime Commission, 2121 S. Columbia Ave., LL8, Tulsa, OK 74114 and Broken Arrow Public Works will install, either of them.

<b>Personal Property Signs (approx. 12" x 17½")</b>	<b>Qty</b> _____
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Qty \_\_\_\_\_

Face Signs: N/S/E/W

**WAIVER OF LIABILITY:** The Crime Commission will not be held responsible for the replacement costs of sign damaged, worn, faded, removed or stolen.

Signature and Date: \_\_\_\_\_

(918) 585-5209 • Fax (918) 585-1015



## Crime Commission



Police Emergency Number 911